

CUSTODIAL SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize, supervise and inspect the City's custodial operations; and to perform a variety of technical duties relative to the assigned area of responsibility.

Supervision Received and Exercised:

Receives direction from the Custodial Superintendent or from other supervisory or management staff.

Exercises direct supervision over assigned custodial staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing custodial services; implement policies and procedures.
- Plan, prioritize, assign, supervise, monitor and review the work of assigned custodial staff and ensure work is completed in a timely and appropriate manner; review and distribute requests for services from other departments and divisions.
- Participate in the selection of staff; provide or coordinate staff training in the proper use of cleaning chemicals, equipment and related supplies and materials; keep time and attendance records on assigned staff and participate in preparation of weekly payroll as required; initiate and monitor PDP's, PIP's and disciplinary actions as required. Reports industrial accidents and completes appropriate paperwork.
- Support and promote safety in the workplace.
- Assists in the training of new employees and provide feedback to supervisors.

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Custodial Supervisor (continued)

- Improve customer service by processing work orders or giving status updates so customers know when the work order will be completed.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
- Participates in the evaluation of and/or the acceptance of new cleaning products and equipment.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Coordinate and direct a full range of custodial duties or vendor services in support of building operations; assist staff with the full range of regular custodial duties if required by work load or scheduling issues. Work special events as required.
- Maintain time, material and equipment use records; test and evaluate custodial supplies and equipment; instruct employees in use and care of new equipment; requisition supplies and materials; distribute supplies and equipment to staff. Instructs crew in proper cleaning methods and demonstrates the proper use of equipment.
- May conduct the following tasks as needed: time and attendance records; reassign job duties; complete work orders; order and stock supplies; update MSDS sheets and job hazard assessments.
- Operates a variety of office equipment including a computer and work with various computer programs such as Outlook Calendar, Excel and a computerized work order system.
- Cleans high elevation windows, high bay areas requiring the use of an Aerial Lift Equipment.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of increasingly responsible experience performing related custodial responsibilities. One year of supervisory experience preferred.

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Education:

Equivalent to the completion of the twelfth grade supplemented by college level coursework or specialized training in personnel supervision, business management or a degree related to the core functions of this position.

Licenses/Certifications:

Requires the possession of or required to obtain within six months of being hired the training in utilization and safety of the aerial lift equipment and a certificate of completion for all modules of the Professional Custodial Basic and Advanced training program.

Requires the possession of a valid driver's license at time of application.

Additional Requirement:

Must submit to a polygraph examination.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 163

Status: Non-Exempt / Classified